

Method Two:

For a horizontal split, click on the thick black line at the top of the vertical scroll bar (Figure 21) and drag the split line below the row where you want the horizontal split positioned.

Similarly, for a vertical split, click on the thick black line at the right of the horizontal scroll bar (Figure 21) and drag the split line to the right of the column where you want the vertical split positioned.

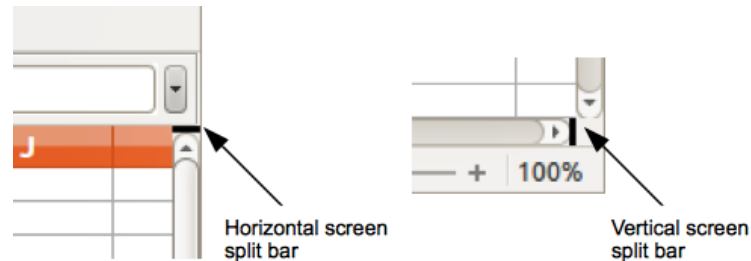


Figure 21: Split screen bars

Splitting both horizontally and vertically

Method One:

Position both the black horizontal and the black vertical lines as described above and as shown in Figure 21.

Method Two:

- 1) Click the cell that is immediately below the rows where you want to split the screen horizontally and immediately to the right of the columns where you want to split the screen vertically.
- 2) Go to **View** on the Menu bar and select **Split Window**. Thick lines appear between the rows and columns indicating where the splits have been placed.

Removing split views

To remove a split view, do any of the following:

- Double-click on each split line in turn.
- Click on and drag the split lines back to their places at the ends of the scroll bars.
- Go to **View** on the Menu bar and click **Split Window** to toggle it off.

Using the Navigator

The Navigator (Figure 22) is available in all LibreOffice modules. It provides tools and methods to move quickly through a spreadsheet and find specific items.